

MINSTER PARISH COUNCIL



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Clerk to the Council: Ms. Kyla Lamb - MAAT

30th September 2021

MINSTER PARISH COUNCIL

5th OCTOBER 2021

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster which will be held at Minster Library and Neighbourhood Centre on Tuesday 5th October 2021 at 7 p.m. for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Clerk to the Council

NOTE: Residents and members of the public are cordially invited to attend the meeting of the Council.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

To approve the minutes of the meeting held on 7th September 2021 (**Appendix A**)

3. MEMBERS' INTERESTS

To register any new interests, or deregistration, by Members.

4. **POLICING & COMMUNITY WARDEN REPORT**

To report on any other matters as appropriate.

5. **COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORT**

To receive reports from County and District Councillor's as appropriate.

6. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman to report as appropriate.

7. **REPORT OF THE CLERK**

The Clerk to report upon any matters that may have arisen since the dispatch of the agenda.

8. **DOCUMENTS AVAILABLE FOR INSPECTION**

Documents will be placed around at the meeting, as appropriate.

9. **CO-OPTION TO COUNCIL**

Following advertising the Parish Councillor vacancy which could be filled by co-option only one application was received. Mrs Caroline Fleming has been co-opted to the Parish Council and has signed before the Clerk the "Declaration of Acceptance of Office" and also completed the "Notification of Disclosable Pecuniary Interests" form.

10. **SECTION 106 AGREEMENT**

The Clerk will update members with any information.

11. **AGENCY PAYMENT RENEWAL AND TAKING OVER THE HIGH STREET AND MONKTON ROAD CAR PARKS AND PUBLIC TOILET**

The Chairman will update members with any information since the September 2021 meeting.

12. **DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET OL/TH/18/1488**

The Chairman will update members on any further information received regarding the above application since the September 2021 meeting.

13. **HIGHWAYS COMMITTEE**

To receive the minutes of the highways committee meeting held on 21st September 2021.
(Appendix B)

14. **SKATEPARK AND BUND**

The Chairman will update members on any reported anti-social behaviour at the skatepark and works on the bund.

15. **REVISED BUDGET 2021/22 AND DRAFT BUDGET 2022/23**

Members are asked to review and determine the revised budget 2021/22 and draft budget for 2022/23. **(Appendix C)**

16. **DECISION TO SUBMIT AN APPLICATION FOR BORROWING APPROVAL AND SUBMISSION OF A LOAN APPLICATION**

Proposal: to seek the approval of the Secretary of State for Levelling Up, Housing and Communities (LUHC) to apply for a Public Works loan for £110,000 for up to 25 years to meet capital expenditure costs to enable the Parish Council to build a new parish office at Minster Recreation Ground the estimated annual loan repayment will be £5580 per annum.

It is not intended to increase the precept for the purpose of the loan repayments. Members views are sought.

Proposal: To delegate to the Clerk completion of, and submission of, a loan application to the Public Works Loan board for an Annuity loan for £110,000 for a period of up to 25 years when confirmation of borrowing approval has been received. See attached report to Council **(Appendix D)**

17. **NEW PARISH OFFICE BUILDING TENDERS**

Following the advertising of our tender contract on the Contract Finder government website, two tender documents were received Members are asked to consider the tender documents received from Stour Valley Construction and G & W Gardner Building Contractors Ltd appoint a contractor. Commencement of the project would be subject to borrowing approval of a loan from the Public Works Loan board of £110,000.

18. **REVIEW OF INTERNAL AUDIT REPORT FOR 2020/2021 AND CONSIDER ANY RECOMMENDATIONS**

Members are asked to consider the Attached Audit Report prepared by our internal auditor David Buckett for the 2020/21 Audit. Members are asked to consider the recommendations with in the report. **(circulated by email)**

19. **PLANNING APPLICATIONS**

To receive an update on planning comments made to Thanet District Council and decisions made by Thanet District Council since the last meeting.

20. **COMMITTEE REPRESENTATIVE REPORTS**

To receive reports, if appropriate, from representatives of the following bodies:

TALC	Cllrs. Crow-Brown & Quittenden
Minster School	tbc
Twinning Assn.	Cllr. Burden

21. **REPORT OF THE RFO**

(a) Bank balance statement

(b) Statement of Receipts and Payments for September 2021 **(Appendix E)**

22. QUESTIONS FROM THE PUBLIC

Up to 15 minutes will be allowed for members of the public to ask questions or comment on parish matters.

Mrs. Kyla Lamb

Clerk to the Council

30th September 2021